

Darke County Parks

Board of Park Commissioners

Title	Naturalist Intern		
Position Type:	Forty-hours/week, for 10 weeks (total of 400 hours)	Non-Supervisory	
Reports To:	Program managers as directed	Classification:	Un-classified / Non-Exempt
Salary Range:	Hourly stipend upon qualifications		
Position Description			
<p>SUMMARY</p> <p>Duties include participation in a full range of tasks associated with the natural and cultural history programming, organization of summer day camps on a variety of subjects, environmental education/interpretation, general maintenance, and operation of the Nature Education Center, Bish Discovery Center, and other park areas.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <p><i>To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.</i></p> <p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Provides assistance to full time naturalist staff in accomplishing a variety of day-camp experiences <ul style="list-style-type: none"> -Prepares and distributes programming supplies and materials -Assures safety of campers during all activities -Assists in a leadership role as requested ▪ Provides basic customer service and assist in operations of Nature Center and Bish Center <ul style="list-style-type: none"> -Greet walk-in visitors -Provides information regarding park visitation and programs ▪ Cares for a small inventory of animal ambassadors, including the care/handling of our birds of prey ▪ Assists in the planning and implementation of educational programming and special events ▪ Provides support for skill-based programming such as canoeing/kayaking, camping, outdoor skills, and hiking ▪ Prepares, plans, and executes at least one general-public natural/cultural history program during internship and/or completes a summer intern project as directed by chief naturalist ▪ Follows a flexible weekly schedule and keeps accurate time/work records. ▪ Follows all policies and directives within the Darke County Parks Employee Manual. ▪ Wears and maintains uniform items as provided and in accordance with Darke County Parks’ policies. 			

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- Maintains a professional, cooperative working relationship with other staff members.
- Operates Darke County Parks’ licensed/and or other vehicles as assigned.
- Days of work fluctuate, Monday through Saturday, between the hours of 8:30 am to 5:00 pm. Evening and weekend work will be required as job duties demand.
- Performs other duties as assigned.

EQUIPMENT OPERATED

Computer; printer; calculator; copier; fax machine; telephone; postage machine and other standard office equipment. Vehicles, trailers, hand tools, trail building tools and equipment, GPS, recreation equipment, and other tools and equipment used during and in preparation for recreation activities.

CONFIDENTIAL INFORMATION

Properly handles and files all participants’ medical and other confidential or sensitive information in accordance with the park district employee manual and as directed by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of appropriate education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. *An example of an acceptable qualification is:*

Skills/Qualifications:

- Applicant should have earned a degree in cultural, natural, or environmental studies or a related field, or be working towards said degree
- Swimming proficiency and other outdoor skills would be helpful.
- Applicant should enjoy working with children and the public, being outdoors in all weather, along possessing excellent communication and speaking skills.
- Must be willing to adapt to a flexible schedule working some evening and weekend hours
- Ability to maintain a positive, cooperative, and helpful attitude with the public and other staff.
- Good physical condition and general good health allowing light to moderate physical labor. Ability to convey oneself unassisted along improved pathways and across undeveloped areas on rocky, wet, slippery, or rough surfaces in a variety of different types of terrain. Must be able to lift 40 lbs.
- Applicant must possess a valid Ohio driver’s license and be able to pass a drug screening and background investigation prior to employment.

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PHYSICAL DEMANDS

The following physical demands are representative of those that are typically performed by an employee while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements but rather help identify where and how a reasonable accommodation may be made when an otherwise qualified person is unable to perform the job's essential duties due to a disability covered by the ADA.

The employee frequently sits; uses hands to handle and feel; talks and hears. The employee often stands, walks, hikes, bikes, kayaks, and performs other physically demanding activities. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee frequently lifts and/or moves items of negligible weight and occasionally lifts and/or moves items up to 40 pounds without assistance.

Alternates to the above qualifications are acceptable as approved by the Executive Director.

CERTIFICATES, LICENSES, REGISTRATIONS

- Required: Ohio Drivers' License which meets Darke County Park Districts' insurance carrier guidelines
 - Strongly Encouraged: Red Cross First Aid, CPR and AED or equivalent

JOB COMPETENCIES

Employees who are successful in performing this job typically exhibit the following competencies.

Language Skills: Ability to read, analyze, and interpret job related professional journals. Ability to write reports and program plans. Ability to effectively present information and respond to questions from groups of visitors, general public and others. Good oral and written communication skills.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills and Abilities:

Knowledge and skills in natural, cultural and outdoor recreation programming activities.

Experience in one or some of the following: cycling, mountain biking, paddling, backpacking, camping, fishing, and other outdoor recreational activities.

Skill in basic construction practices.

Ability to work effectively with adults and children of all ages, from culturally and economically diverse backgrounds.

Good organizational skills.

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Operation of computer.
Skilled in application of job software including; Microsoft Office, google docs, time management, and performance management.

WORK ENVIRONMENT

The work environment is that of a typical office setting but also includes periods of outside work in a variety of weather conditions. The employee is occasionally exposed to adverse environmental conditions.

RELATIONSHIPS AND CONTACTS

Regular contact with the program participants, event participants, the general public, committee members, volunteers, contract instructors, and other job contacts.

SEASONAL POSITION

This is a Seasonal Position and will only be available for 20 weeks or less. You may be eligible to re-apply for this and/or other roles at the end of this season.

EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING

This job description has been reviewed with me, and I acknowledge understanding of my job duties, responsibilities, and performance expectations. I further understand that my job may change and that this description does not necessarily include all responsibilities that I may be expected to perform.

Signature of Employee & Date